

## **Rodanthe-Waves-Salvo Civic Association Board Meeting Minutes - July 27, 2023**

### Call to Order:

A meeting of the Board of Directors of the Rodanthe-Waves-Salvo Civic Association (RWSCA) was held at the RWS Community Building on July 27, 2023. Board Members Present: Sabrina Hatfield, April Contestable, Mark Strausbaugh, Karen Ritter, Mary Helen Goodloe-Murphy and Amberly Dyer. Membership Chair Wayne Coddling was also present. Members absent were Chandra Rutledge and Bonny Pugh-Somers.

Sabrina Hatfield, President, called the meeting to order at 6:35 pm.

### Approval of Minutes:

May 2023 minutes were provided and reviewed (June was annual membership meeting). It was noted for members to plan for budget process for 2024 to be completed in October. Motion to approve by Amberly, second by Mark. Unanimous approval.

### Reports

#### 1. Treasurer Report, Mark:

Reports are emailed in advance for review. No questions regarding report.

Discussion: Mark notes that as this is a transition to the new January 1 fiscal year we will need to allocate dues collected. There will be 7 months dues for remainder of 2023 and 12 months of dues for 2024, which he will apportion. Current report shows all monies collected, it will be reflected in the next for accurate accrual accounting.

Motion to accept report by Karen, second by Mary Helen. Unanimous approval.

#### 2. Membership Report, Wayne:

A total of 105 members have renewed, the initial email effort has been fruitful. There are about 40 residents and 64 non-residents members. Additional donations to the General Fund, Pathway and Scholarship are also received. Wayne and Rosemary will be preparing snail mail to past members in the next

7-10 days, he would appreciate help stuffing envelopes. There are over 100 new homeowners in most recent Dare County data file he received for membership this spring.

Discussion: Wayne reported they will not be cross checking property sales data prior to sending out USPS membership materials. There was discussion of recruiting membership within boundaries of updated bylaws. A few data discrepancies were noted by Board members re: village of residency. Request for Annual Meeting Attendees made by Board as means to solicit additional volunteers and potential Board members.

Motion to accept report by Mary Helen, second by Mark. Unanimous approval.

3. Pathways/Roundabout, Mary Helen:

A) Pathway : She is seeking bids from concrete contractors, two identified. They will need us to state all areas need repairs to price the “mobilization” which means where they close the road. For example, are there several in an area that they would have one long closure or are they spread out? Mary Helen would like tall stakes, and needs help setting them. She will also draft a request for quotes, requesting concrete be six (6) inches deep.

Discussion: Mary Helen advises that it was suggested to use a liquid sealer for the surface cracks, we are working to repair broken and hazardous areas. Mark expressed concern re: bridge repairs, particularly long-term. Wayne notes that there may be some wood left from St. Waves walkway project that may be beneficial for current round of bridge repairs. April noted that stakes should be placed within short period when bids are being prepared, to avoid confusion, being pulled up by tourists, etc. Sabrina requested clarification regarding funds for pathway repairs. Mary Helen reviewed that there is currently approximately \$16,000 in remaining funds for the Outer Banks Scenic ByWay when pathways were originally built in RWS and Avon. Avon is gathering their repair needs as well, as funds are also available for their needs. Dare County acts as “the bank” for these funds.

**ACTION:** Mary Helen will prepare draft for concrete bids. Amberly will assist in procuring stakes to mark designated areas. Mary Helen will request assistance in setting stakes once request for bids is prepared with review window designated.

B) Roundabout: Mary Helen is seeking to develop a committee for this project.

Discussion: Mary Helen notes that preference is for native vegetation and color throughout most of year. She would like to explore NCDOT resources, including the wildflower program. NC Cooperative Extension may also be a resource. Amberly notes that Tom arranged for Richard Byrd to paint sign, there is possibly an outstanding invoice for specialized paint Richard planned to use. [NOTE: Mr. Byrd passed away in June]. Potentially a Tourism Board grant may be an option for funding, based on past projects for signs. Wayne notes that they may also pay for consultation in design by professionals. Because the roundabout is NCDOT property, it would need their agreement before submitting a grant proposal. This makes any such project fall to September 2024 grant cycle. It was suggested that contacting local landscapers Anita Luper and Pam Strausbaugh for assistance may be a resource.

**ACTION ITEM:** Interested members contact Mary Helen to join committee. April to provide contact information for Anita Luper, Mary Helen will also contact Pam Strausbaugh for interest.

General Discussion: Sabrina requested Mary Helen review the source of RWSCA responsibility for the pathway and options for funding. Detailed description provided by Mary Helen in Addendum A.

4. Social Media/Website/Newsletter Report: No report received.

**ACTION ITEM:** Sabrina to contact Shannon regarding monthly report.

#### Old Business:

1. Little Library Benches: Per May minutes, Shannon priced options and there was discussion of obtaining permission from property owner. No update

**ACTION ITEM:** Sabrina to follow up with Shannon regarding options.

2. Liability Insurance, Mark:

Email with draft policy sent to current Board members in June. Mark read full document. The Board currently carries Director and Officer (“D&O”) insurance to remove personal liability. The reviewed policy presented by Molly Fearing Associates (Pam Harrison) is a General Liability Policy, primarily to cover

events such as Christmas, Earth Day, etc. Cost for \$1 million policy is \$697 annually for blanket coverage (e.g., do not get “per event” coverage separately). This is an unbudgeted expense for 2023.

Discussion: There is still some uncertainty as to liability coverage of pathway due to underwriter uncertainty of who “owns” the pathway. Debate and discussion regarding merits of policy purchase. Wayne noted that liability policies generally include some portion of legal fees if a suit is filed against the policy. With the price of attorney fees, \$697 may be prudent. It was agreed for motion to approve purchase to amend 2023 budget.

MOTION: Purchase general liability insurance policy through Molly Fearing Agency for annual premium of \$697 for \$1 million policy.

Motion by Mary Helen, second by Karen. Unanimous approval.

#### Votes Required, Sabrina

2024 Earth Day expense for plant giveaway at substantially lower cost. Mark thought the charge would not occur until shipped in 2024. Current budget assumed no further Earth Day expenses in 2023. Based on order, request \$400 for Earth Day purchase of native trees and shrubs from NC Forestry Service.

MOTION: Amend 2023 budget for \$400 for Earth Day expenses.

Motion by Karen, second by Mary Helen. Unanimous approval.

#### New Business, Sabrina:

##### 1. Little Libraries:

Discussion: There was social media inquiry regarding libraries being “empty.” It was noted in discussion use and rate of books removed varies by location. For example, the library by KOA recently was restocked as Hotline Thrift Shop cleaned out, but others are generally steady. Also, libraries are “take one, leave one.” Karen suggested a QR code be placed so that a contact form or email could be sent regarding an empty library.

ACTION: Sabrina to follow up with Polly regarding how libraries are stocked, if she needs volunteer assistance. Also, Sabrina will discuss potential of QR code link with Shannon.

##### 2. Goals, Sabrina: Generally, Sabrina raises issue of if the RWSCA is “doing enough” for the community, with regard to interacting with government

agencies, engaging in community activities and meeting community needs.

A) Events: These draw a lot of support and holiday events are popular.

Discussion: Ideas including Bingo and a Movie Night were discussed. Bingo requires additional state applications and oversight. It was discussed that attending bingo at Angler's Club and consulting with them may be fruitful. Topic generated considerable interest.

A Literary Festival with 2025 being most likely due to high-level of planning and sophistication, including grant request to Tourism Board. This proposal also generated considerable interest and discussion by the Board. Mary Helen is interested in spearheading this effort.

B) Membership: Amberly requested Board consider business sponsorship program and contacting the HOAs regarding pathway maintenance donations.

ACTION ITEM: Sabrina requested ideas be prepared for discussion at next meeting

Next meeting is August 31, 2023.

Adjournment: Motion by Mark and second by Karen at 8:01 pm. Unanimous approval.

MINUTES APPROVED – September 14, 2023      Submitted by: Amberly Dyer